City of Rialto/Purchasing Division

REQUEST FOR BID

Bid Number: 13- 023

Questions must be submitted in writing to procurement@rialtoca.gov

BID DUE NO LATER THAN: ***NOVEMBER 29 , 2012, 4:00 P.M.***

Vendor to Complete **:** *All fields are mandatory*	**Submit Bids To: Rialto Purchasing Division**
Company:	By Hand: 249 S. Willow Avenue Rialto, CA 92376
Attn:	By Mail: 150 S. Palm Avenue Rialto, CA 92376
Phone:	**By Fax: 909-820-2600**
Fax:	**procurement@rialtoca.gov**
Email:	

**** Bid results available at www.rialtoca.gov ****

THE CITY OF RIALTO IS SEEKING A FIRM BID FROM A QUALIFIED VENDOR TO PERFORM HVAC AIR DUCT CLEANING. THE CONTRACTOR IS TO PROVIDE ALL LABOR, TRANSPORTATION AND MATERIALS TO COMPLETE THE PROJECT AS DETAILED BELOW.

PART 1 SCOPE of WORK- HVAC SYSTEM CLEANING REQUIREMENTS

1.01 SCOPE OF WORK

A. The scope of work for this project will include the cleaning of all HVAC ductwork and accessories at the City of Rialto Buildings located at: 150 South Palm Ave. (Building and Planning) and 1243 South Riverside Ave. (Rialto Racquet and Fitness Center). The extent of ductwork to be cleaned shall be determined by field verification.

B. The Contractor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

C. The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes all Heating, Ventilating and Air Conditioning systems from the points where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts to the air handling unit (AHU), interior surfaces of the AHU, mixing box, coil compartment, condensate drain pans, supply air ducts, fans, fan housing, fan blades, turning vanes, filters, filter housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system may also include other components such as dedicated exhaust and ventilation components and make-up air systems. The Kitchen Hood Exhaust systems are not included in the scope of work.

PART 2 GENERAL

2.01 SECTION INCLUDES

A. Cleaning of HVAC duct system, equipment, and related components.

B. Testing and inspection agency employed by the City of Rialto.

2.02 PRICE AND PAYMENT PROCEDURES

A. Unit Prices: Unit prices are included for measurement and payment for additional work required due to unforeseen conditions.

2.03 DEFINITIONS

A. HVAC System: For purposes of this section, the surfaces to be cleaned include all interior surfaces of the heating, air-conditioning and ventilation system from the points where the air enters the system to the points where the air is discharged from the system, including the inside of air distribution equipment, coils, and condensate drain pans; see NADCA ACR for more details.

2.04 REFERENCE STANDARDS

A. NADCA ACR - Assessment, Cleaning and Restoration of HVAC Systems; 2006.

B. UL 181 - Standard for Factory-Made Air Ducts and Air Connectors; Current Edition, Including All Revisions.

C. UL 181A - Standard for Closure Systems for Use with Rigid Air Ducts; Current Edition, Including All Revisions.

2.05 SUBMITTALS
A. All documents requested by the City of Rialto Purchasing Division.
B. Project Cleanliness Evaluation and Cleaning Plan, as specified.
C. Product Data: Manufacturer's data sheets on each product to be used.
D. Material Safety Data Sheets (MSDS): For all chemical products proposed to be used in the cleaning process; submit directly to designated Public Works representative.
E. Project Closeout Report: Include field quality control reports, evidence of satisfactory cleaning, and documentation of items needing further repair.

2.06 QUALITY ASSURANCE
A. Cleaning Contractor Qualifications: Company specializing in the cleaning and restoration of HVAC systems as specified in this section.

1. Certified by one of the following:
2. NADCA, National Air Duct Cleaners Association: www.nadca.com
3. Having minimum of three years documented experience.
4. Employing for this project a supervisor certified as an Air Systems Cleaning Specialist by NADCA.

PART 3 PRODUCTS

3.01 TOOLS AND EQUIPMENT
A. Vacuum Devices and Other Tools: Exceptionally clean and in good working order.
B. Vacuum Devices That Exhaust Air Inside Building, Including Hand-Held and Wet Vacuums: Equipped with HEPA filtration with 99.97 percent collection efficiency for minimum 0.3-micron size particles.
C. Vacuum Devices That Exhaust Air Outside Building, Including Truck- and Trailer-Mounted Types: Equipped with particulate collection including adequate filtration to contain debris removed from the HVAC system; exhausted in manner that prevents contaminant re-entry to building; compliant with applicable regulations as to outdoor environmental contamination.

3.02 REPLACEMENT PRODUCTS
A. Fibrous Glass Insulation: Provide material complying with UL 181 equivalent to existing material in quality and thickness.

3.03 SURFACE TREATMENTS
A. Anti-Microbial Materials: EPA registered specifically for use on non-porous HVAC system surfaces and applied per manufacturer's instructions.
B. Surface Coating for Fibrous Glass Materials: Water-based, zero VOC; flame spread index less than 25, smoke developed index less than 450, when tested in accordance with ASTM E84.

PART 4 EXECUTION

4.01 PROJECT CONDITIONS
A. Comply with applicable federal, state, and local requirements.
B. Perform cleaning, inspection, and remediation in accordance with the recommendations of NADCA "Assessment, Cleaning and Restoration of HVAC Systems" (ACR) and as specified herein.
C. 'Where NADCA ACR uses the terms "recommended", "highly recommended", or "ideally" in regard to a certain procedure or activity, do that unless it is clearly inapplicable to the project.
D. Take precautions to prevent introduction of additional hazards into occupied spaces.
E. Obtain Owner's approval of proposed temporary locations for large equipment.
F. Designate a decontamination area and obtain Owner's approval.
G. When portions of the facility are to remain occupied or in operation during cleaning activities, provide adequate controls or containment to prevent access to spaces being cleaned by unauthorized persons and provide detailed instructions to Owner as to these controls or containment.
H. If unforeseen mold or other biological contamination is encountered, notify designated Public Works representative immediately, identifying areas affected and extent and type of contamination.

4.02 EXAMINATION

A. Prior to the commencement of any cleaning work, prepare and submit a project evaluation and plan for this project, including considerations recommended in NADCA ACR to the designated Public Works representative.
B. Inspect the system as required to determine appropriate methods, tools, equipment, and protection.
C. Start of cleaning work constitutes acceptance of existing conditions.
D. When concealed spaces are later made accessible, examine and document interior conditions prior to beginning cleaning.
E. Document all instances of mold growth, rodent droppings, other biological hazards, and damaged system components.

4.03 PREPARATION

A. When cleaning work might adversely affect life safety systems, including fire and smoke detection, alarm, and control, coordinate scheduling and testing and inspection procedures with authorities having jurisdiction.
B. Ensure that electrical components that might be adversely affected by cleaning are de-energized, locked out, and protected prior to beginning work.
C. Air-Volume Control Devices: Mark the original position of dampers and other air-directional mechanical devices inside the HVAC system prior to starting cleaning.
D. Access to Concealed Spaces: Use existing service openings and make additional service openings as required to accomplish cleaning and inspection.

1. Do not cut openings in non-HVAC components without obtaining the prior approval of the designated Public Works representative.
2. Make new openings in HVAC components in accordance with NADCA Standard 05; do not compromise the structural integrity of the system.
3. Do not cut service openings into flexible duct; disconnect at ends for cleaning and inspection.

E. Ceiling Tile: Lay-in ceiling tile may be removed to gain access to HVAC systems during the cleaning process; protect tile from damage and reinstall upon completion; replace damaged tile.

4.04 CLEANING

A. Use any cleaning method recommended by NADCA ACR unless otherwise specified; do not use methods prohibited by NADCA ACR, or that will damage HVAC components or other work, or that will significantly alter the integrity of the system.
B. Obtain approval from the designated Public Works representative before using wet cleaning methods; ensure that drainage is adequate before beginning.
C. Ducts: Mechanically clean all portions of ducts.
D. Hoses, Cables, and Extension Rods: Clean using suitable sanitary damp wipes at the time they are being removed or withdrawn from their normal position.
E. Registers, Diffusers, and Grilles: When removing, take care to prevent containment exposure due to accumulated debris.
F. Coils: Follow NADCA ACR completely including measuring static pressure drop before and after cleaning; do not remove refrigeration coils from system to clean; report coils that are permanently impacted.
G. Fibrous Glass Material: Use HEPA vacuuming equipment, under constant negative pressure, do not permit to get wet, and do not damage surfaces; replace material damaged by cleaning operations.
H. Existing Damaged Fibrous Glass Material: Report to the Public Works designee all evidence of damage, deterioration, delaminating, friable material, mold or fungus growth, or moisture that cannot be remedied by cleaning or resurfacing with an acceptable insulation repair coating.

1. Material with active fungal growth is considered irremediable.
2. Remove irremediable material and clean underlying surfaces.
3. Where surface damage can be repaired by applying a coating, do so at no extra cost to the City of Rialto.
4. Replace irremediable material.

I. Collect debris removed during cleaning; ensure that debris is not dispersed outside the HVAC system during the cleaning process.
J. Store contaminated tools and equipment in polyethylene bags until cleaned in the designated decontamination area.

4.05 REPAIR

A. Repair openings cut in the ventilation system so that they do not significantly alter the airflow or adversely impact the facility's indoor air quality.

B. At insulated ducts and components, accomplish repairs in such a manner as to achieve the equivalent thermal value.

C. Reseal new openings in accordance with NADCA Standard 05.

D. Reseal rigid fiber glass duct systems using closure techniques that comply with UL 181 or UL 181A.

E. When new openings are intended to be capable of being re-opened in the future, clearly mark them and report their locations to the designated Public Works representative in project report documents.

4.06 FIELD QUALITY CONTROL

A. Ensure that the following field quality control activities are completed prior to application of any treatments or coatings and prior to returning HVAC system to normal operation:

1. Visually inspect all portions of the cleaned components; if not visibly clean as defined in NADCA ACR, re-clean and re-inspect.
2. Coils: Cleaning must restore the coil pressure drop to within 10 percent of the coil's original installed pressure drop; if original pressure drop is not known, coil will be considered clean if free of foreign matter and chemical residue based on visual inspection.
3. Notify the designated Public Works representative when cleaned components are ready for inspection.
4. The designated Public Works representative reserves the right to verify cleanliness using NADCA ACR Surface Comparison Testing or NADCA Vacuum Test.
5. When directed, re-clean components until they pass.
6. Contractor shall bear the costs of retesting due to inadequate cleaning.
7. Submit evidence that all portions of the system required to be cleaned have been cleaned satisfactorily.

4.07 ANTI-MICROBIAL TREATMENT

A. When directed, apply anti-microbial treatment to internal surfaces.

B. Apply anti-microbial agent after removal of surface deposits and debris.

C. Apply anti-microbial treatments and coatings in strict accordance with the manufacturer's written recommendations and EPA registration listing.

D. Spray coatings directly onto interior ductwork surfaces; do not "fog" into air stream.

4.08 ADJUSTING

A. After satisfactory completion of field quality control activities, restore adjustable devices to original settings, including, but not limited to, dampers, air directional devices, valves, fuses, and circuit breakers.

4.09 WASTE MANAGEMENT

A. Double-bag all waste and debris in polyethylene bags.

B. Dispose of debris off-site in accordance with applicable federal, state and local requirements.

Subtotal	
Tax (7.75%)	
PLEASE INCLUDE ALL SHIPPING COSTS ➔ Shipping	
Total	

DELIVERY: We (I) will deliver/complete the above articles and/or perform above services within _____ days from the receipt of order unless otherwise noted

Bidders may bid on one line item, all line items, or any combination of line items. The City of Rialto will award this contract to the lowest responsive and responsible bidder, either as a whole or partial line award and whatever is in the best interest of the City of Rialto. The City reserves the right to cancel this solicitation at any time.

All protests concerning the award, evaluation, recommendation or other aspect of the selection/bidding process must be made within 5 days in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for the protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim.

Printed Name & Title: _____

Signature & Date: _____